

# How to Enrol at Stratford Primary School

At Stratford Primary School, we have a process in place for transitioning children to our school. This is to ensure the transition positively promotes the beginning of their journey into our school, for all children and their whānau.

1. To have a tour of the school if your child is in Years 1-4, contact the school office to make an appointment with Deborah Campbell, Associate Principal. If your child is in Years 5-8, then make an appointment with Aaron Moore, Deputy Principal.
2. Complete enrolment forms, once the tour is complete.

## **Enrolment Documentation Checklist:**

- Completed Enrolment form
- Birth Certificate or Passport (Original required to be sighted by office).
- Proof of address (e.g. Current Utility Bill or Bank Statement).
- Immunisation records (if applicable).
- Visa (if applicable).
- Custody agreement, court orders (if applicable).
- Blanket Consent form.
- Inform the school of any medical concerns e.g. Asthma, hay fever, epilepsy allergies and bee stings etc...
- ESOL form (English for Speakers of Other Languages - if applicable).
- Stationery List.
- Book transition visits with the office staff, if your child is starting at school for the first time. These visits are tailored to meet the needs of your child and whānau.
- Responsive transition - how children transition into school is individual to each child and their whānau. Some children benefit from a more tailored transition and we work together to ensure this is successful for all concerned.



**Visits** - all children are encouraged to visit their class prior to starting school. This allows children to build relationships with their new teacher and peers. It also allows them to start building familiarity with the class and schoolwide routines. Visits are tailored to suit the needs of individual children and their whanau. Parents are required to attend with their child.

**Lunches** - we are part of the 'Ka Ora Ka Ako Food in School Lunch Programme'. Let the office know if you would like your child to be part of this initiative. They will require any information regarding:- food allergies eg. Dairy/Nuts/Egg etc.

**Communication with the school:**

**Newsletters** - are sent out every fortnight via the School App. Please tell the office staff at the time of enrolment if you wish to receive this information via email or printed version. The newsletter is always available on the School App and the School website (<https://stratfordprimary.school.nz/>)

**School App** - The school app is a valuable resource. A weekly notice is sent out from Mr J Elder the Principal, and every fortnight this includes a link to the school newsletter. Other notices are also sent out via this forum.

You will need to sign up for syndicate notices and sporting code notices if applicable.

Do you need assistance? Come and see the office staff, they will be happy to help.

Alternatively go to this website link and follow the instructions.

(<https://stratfordprimary.school.nz/home-learning/sps-app/>)

**Facebook** - Our school uses Facebook to promote the great things that have been happening at our school. Photos of the School Assembly, sports day, fun days are uploaded here. Occasionally, we will pop a message out on this forum, however, all messages will be sent out on the school app.

**Seesaw** - Our Year 1 - 4 classes use 'Seesaw' as a way of sharing student's learning and to communicate a range of information throughout the year. This helps keep whānau connected with what is happening from day to day. Your child's teacher will help you with the set up for this.

**School website** - (<https://stratfordprimary.school.nz/>). Take a moment to have a good look around the website. We have notices from each syndicate, stationery lists, newsletters, messages from our Principal, and other interesting information.

**Signing in and out for appointments** - Should you need to remove your child from school for a dental or doctors appointment, please come into the office and sign your child/children out on the vistab. If they are returning, they will need to come back through the office to sign back onsite. ALL parents must come to the main office, and may be directed to the appropriate area as required.

**Absences** - You **MUST** let the office know if your child/children will not be at school for **ANY REASON**. There are several options for you to choose from:

- Ring the school office 06 765 6938, option 3 to speak to the office staff.
- Ring the school office 06 765 6938, option 1 to leave an absentee message (remember to state clearly your name, their name and the reason for absence).
- Ring the 0800 number 0800 000 352, leave a message as above or talk to the office.
- Go on the school website.  
<https://stratfordprimary.school.nz/parentswhanau/contact/absentees/> and enter the information as required, remember to enter the reason.
- Go on the School App, tap the absentee button and enter the information as required, remember to enter the reason.

